

Section 4

Data

Clinical Fusion®

Annual Services Report & Other Reports

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CLINICAL FUSION®

Clinical Fusion® is the management information system currently in use at all operating school-based health centers (SBHCs). Clinical Fusion® is used to register students, capture demographic characteristics of clinic users, utilization figures, diagnoses, risk behaviors and other information in order to analyze utilization of services and program effectiveness. Data collected through Clinical Fusion® is used to complete the Contract Compliance Statistical Report, Biannual Statistical Report and the Louisiana SBHCs Annual Services Report.

All operating SBHCs are required to purchase and use Clinical Fusion®. Orders can be placed at the following address:

National Center for School-Based Health Information Systems
13123 East 16th Avenue, B516
Aurora, Colorado 80045
Tel: 720-777-8400
Fax: 720-777-7278
<http://clinicalfusion.com/>

Detailed instructions on using Clinical Fusion® can be found in the *Clinical Fusion® Instructions and Setup Categories for Louisiana SBHCs* manual which can be found on the Adolescent School Health Program (ASHP) website: <http://www.dhh.louisiana.gov/offices/?ID=255>. It provides instruction on:

- Setting up Clinical Fusion® for the new school year
- Setting up new diagnostic, procedure and supplementary diagnostic groups
- Entering disposition
- Setting up Clinical Fusion® for diabetes screening
- Installing new setup codes
- Generating reports
- Performing system backup
- Entering new provider types
- Exporting data

The ASHP office provides technical support by providing biannual trainings, telephone consultation, and on-site assistance on how to install, set-up, and use Clinical Fusion®.

ANNUAL SERVICES REPORT & OTHER REPORTS

The data collected from the data export and other SBHC reports is summarized each year in the Annual Services Report. This 100 or so page document outlines the successes of the SBHCs and gives a detailed profile of each SBHC.

Program highlights, standards, background, and funding are discussed as well as a section on who visits the SBHCs and why. In addition to the overall program, each SBHC has its own section describing the number and type of visits and lists

the SBHC personnel and community advisory committee thus showing the tremendous impact each center has on its school and community.

The purpose of the Annual Services Report is to demonstrate to stakeholders (members of the community, legislators, taxpayers, SBHC staff, parents, students, school personnel, etc) what a critical role SBHCs play in the community. Along with local support, this document is very important to the continuing financial support of the SBHCs.

On occasion, ASHP is requested by public officials, other state agencies, and other decision makers and funders to provide additional data related to SBHC operation. Therefore, OPH may request access to SBHC data at any time, for evaluation purposes.

STANDARD ENCOUNTER FORMS

A Standard Medical/Mental Health Encounter form and an Optional Mental Health Encounter form have been developed to facilitate more uniform data reporting for all SBHCs. These forms were developed through a collaborative process among all SBHCs. Each SBHC is required by the OPH contract to utilize the Standard Medical/Mental Health Encounter form. For mental health visits, the Optional Mental Health Encounter form can be substituted.

These encounter forms and the accompanying manual, (*Instructions for the School-Based Health Center Standard Encounter Form*), are updated annually and can be downloaded from the ASHP website.

The *Instructions* manual includes the following:

- List of resources needed to code appropriately.
- CPT codes, with a section that delineates mental/behavioral health services from health education services and explains how group mental health treatment intervention groups are recorded differently than group health education.
- Detailed instructions for recording external referrals, labs, immunizations, comprehensive physicals, and diabetes screenings.
- Information on value added services.
- A listing of frequently used medical and mental health ICD-9 codes.

INVENTORY OF RESOURCE MATERIALS FOR SBHC OFFICE

Each SBHC should have the following publications available for use. They are used as both clinical and administrative resources:

- *Instructions for the School-Based Health Center Standard Encounter Form* Manual (available on the ASHP website)
- *Clinical Fusion Instructions and Setup Categories for Louisiana SBHCs* Manual (available on the ASHP website)

- Clinical Fusion® User Manual may be accessed from the Clinical Fusion® software. In addition, more information on Clinical Fusion® can be obtained from the website at www.clinicalfusion.com.
- OPH-ASHP Coding Compliance Policy (available on the ASHP website, ASHP Administrative Manual, Section 8)
- Diagnostic and Statistical Manual of Mental Disorders Fourth Revision (DSM-IV), American Psychiatric Association
- Comprehensive Listing of all current International Classification of Diseases (ICD-9-DM) Codes (most current paper or electronic version)
- Physicians' Current Procedural Terminology (CPT), published by the American Medical Association (most current paper or electronic version)
- KIDMED Manual, revised April 1, 1994 (this version is current) can be obtained from:
Louisiana KIDMED
5700 Florida Blvd., 10th Floor
Baton Rouge, LA 70806
(800) 259-8000 Provider Relations
(504) 928-9683 Inside Baton Rouge
FAX: (504) 928-9681
- KIDMED Provider Training (most recent version available at www.lamedicaid.com by following the training link)
- Updated List of CLIA Waived Tests (download at www.cms.hhs.gov/clia)
- Setting up CLIA Waived and Provider Performed Microscopy Laboratories in School-Based Health Centers (attached to Quality Assurance section)

The ICD-9 and CPT manuals are revised on an annual basis. SBHCs are required to have the most current edition.